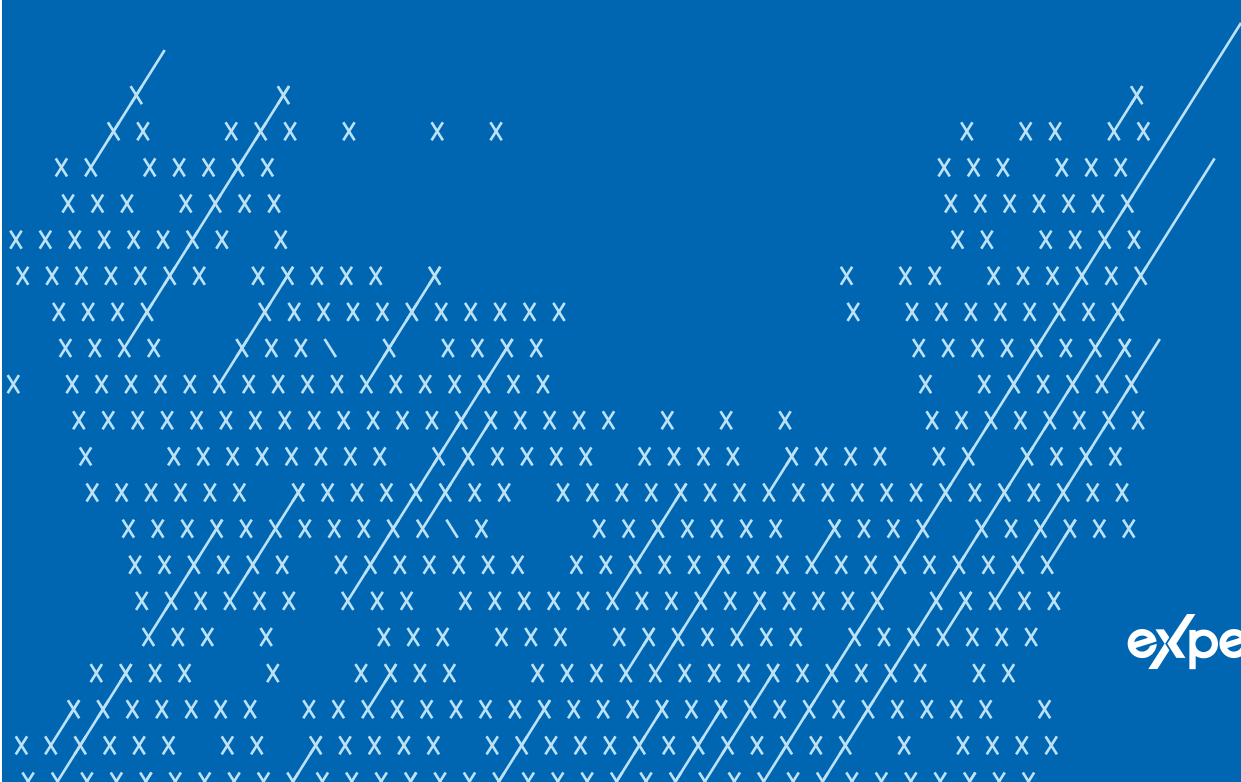


WORKBOOK

Quality Questions to Ask Yourself When Writing an Employee Experience Program





INTRODUCTION

Crafting a stellar Employee Experience Program isn't just about introducing the unique needs of your workforce, and creating a tailored approach. This workbook is designed to guide you through the thought process, ensuring your program is holistic, effective, and impactful.





1 Defining the Vision

What is the overarching goal of our Employee Experience Program?

How do we envision our workplace after successfully implementing this program?



2 Understanding the Current Landscape

How would we currently rate our employee experience on a scale of 1 to 10?

1 2 3 4 5 6 7 8 9 10

What feedback have we received from employees in the past six months?

*Which departments seem most satisfied?
Which seems least? Why?*

3 Involving Stakeholders



Have we consulted a diverse group of employees from various roles and departments?

How can we ensure leadership buy-in for the program's initiatives?



4 Identifying Areas of Focus

What are the top three challenges our employees currently face?

1

2

3

Are there disparities in experience among teams, departments, or roles?

How do our current training and development opportunities measure up to industry standards?

5 Setting Realistic Expectations



Are our proposed initiatives sustainable in the long term?

*Have we set aside a budget for this program?
Is it adequate for our vision?*

6 Communication is Key



How will we introduce the Employee Experience Program to the workforce?

What channels will we use to ensure consistent communication about program updates?

7 Measuring Success



Which KPIs will best reflect the success of our program?

How frequently should we revisit and assess these KPIs?

8 Feedback and Iteration



How will we gather feedback on the program's effectiveness?

Are we prepared to make adjustments based on this feedback?

9 Ensuring Longevity



How will we ensure that the Employee Experience Program remains a priority, even years down the line?

Do we have a plan in place to refresh the program as industry norms and employee needs evolve?

CONCLUSION

The path to crafting a comprehensive Employee Experience Program is filled with introspection and proactive planning. This workbook is your companion on this journey. Regularly revisiting these questions ensures your program remains adaptive, responsive, and in alignment with your organization's ethos and vision.

For further resources and in-depth insights on creating a thriving workplace culture, visit our website at [Experience.com](https://www.experience.com)

